

**THE CITY OF GREENSBORO DEPARTMENT OF ENGINEERING AND INSPECTIONS
REQUESTS LETTERS OF INTEREST AND QUALIFICATION**

THE ENGINEERING DIVISION OF THE CITY OF GREENSBORO'S DEPARTMENT OF ENGINEERING AND INSPECTIONS DESIRES TO ENGAGE PROFESSIONAL ENGINEERING FIRMS FOR ON-CALL PROFESSIONAL SERVICES AGREEMENTS FOR THE PURPOSE OF PROVIDING THE FULL RANGE OF ENGINEERING DESIGN SERVICES REQUIRED FOR CITY OF GREENSBORO PROJECTS, INCLUDING ROADWAY, SIDEWALK, BRIDGE, MULTI-USE TRAIL/GREENWAY, WATER, SANITARY SEWER, AND STORM WATER.

Pre-qualification:

The engineering firm and any sub-consultant firm(s) shall be Pre-qualified by the North Carolina Department of Transportation to perform all work required for a particular project. Depending upon the project, pre-qualification may include any or all the following:

Code 00023 Bridges - Spans Over 200'; Code 00024 Bridges - Spans Under 200'; Code 00029 Capacity Analysis (Intersections); Code 00032 Categorical Exclusions; Code 00035 Community and Stakeholder Involvement; Code 00063 Environmental Assessments/Findings of No Significant Impacts; Code 00070 Erosion and Sediment Control Design; Code 00094 Field Data Collection; Code 00096 Ground Penetrating Radar & Analysis; Code 00112 Hydrographic Surveys; Code 00115 Independent Review of Traffic Impact Studies/Analysis; Code 00116 Indirect & Cumulative Impacts Assessment; Code 00132 Landscape and Streetscape Design; Code 00149 Pavement Analysis; Code 00150 Pavement Condition Surveys; Code 00152 Pavement Design; Code 00155 Pavement Marking Plans; Code 00161 Planning, Design, & Construction of Stormwater BMP'S; Code 00168 Project Management; Code 00171 Public Involvement; Code 00172 Public Participation & Planning; Code 00173 Public Water Distribution Systems; Code 00200 Feasibility Studies; Code 00204 Sanitary Sewer Outfall Systems; Code 00206 Scour; Code 00207 Signal Design; Code 00228 Stream Mitigation Site Design and Construction Oversight; Code 00229 Stream Mitigation Site Plan; Code 00231 Stream Restoration/Mitigation Monitoring; Code 00247 Traffic Control Plans; Code 00269 Urban Roadway Design; Code 00270 Utility Coordination; Code 00279 Watershed Analysis & Modeling; Code 00280 Wetland and Stream Delineation; Code 00287 Wetland, Stream, and Buffer Permitting; Code 00294 Roadway Foundation Investigation & Design; Code 00296 Retaining Wall Investigation & Design; Code 00299 Cantilever Retaining Wall Design; Code 00300 Anchored Retaining Wall Design; Code 00304 Rock Blasting Evaluation & Design; Code 00314 Roadway Lighting; Code 00316 Multi-use Trail Design, Survey & Layout; Code 00360 Topographic Surveying; Code 00361 Boundary Surveying; Code 00362 Easement Surveying; Code 00364 MSE Retaining Wall Design; Code 00433 Hydraulic Design - Tier I; Code 00434 Hydraulic Design - Tier II

Services Required:

It is not a requirement that firms be able to provide all of the services outlined below. The services required will vary depending upon the scope of services requested for a particular project. Services required may include all or a part the following:

- Engineering design of roadways, bridges, retaining walls, multi-use trails/greenways, potable water systems, sanitary sewer systems, and storm water systems to meet City/NCDOT standards.
- Surveying and property mapping to meet City standards.
- Plan/profile sheets showing the existing features and all proposed construction features.
- Notes, summaries, and details to supplement design drawings.
- Typical sections.

- Cross sections.
- Determination of the presence of jurisdictional streams and wetlands.
- Identification of off-site drainage impacting the project, location of areas of cross drainage and other drainage features, identification of sediment sensitive areas, and review of potential outfall channels.
- Design of storm drainage systems, including ditches, culverts, closed systems, and outfalls, in accordance with the City's current "Storm Drainage Design Manual" and the City's current "Stormwater Management Manual," the NCDOT's "Guidelines for Drainage Studies and Hydraulic Design," latest revision, and other publications referenced in the City's stormwater manual.
- Adherence to all applicable watershed rules in accordance with the Randleman Lake Water Supply Watershed requirements, the Jordan Lake Water Supply Watershed requirements, the City of Greensboro Municipal Code of Ordinances (including Ordinance 30-7-1.8 re: stream buffer requirements), and all other applicable local, state, and federal guidelines.
- Plans for erosion and sediment control measures to be approved by NCDENR-DLQ.
- Plans detailing existing and proposed rights-of-way, utility easements, drainage easements, slope easements, and temporary construction easements. Property drawings and legal descriptions meeting City standards.
- Landscape plan sheets and landscaping detail plan sheets.
- Site furnishings and site electrical detail plan sheets.
- Traffic control plans showing how traffic flow will be maintained during construction.
- Pavement marking plans showing proposed pavement markings and signage.
- Geotechnical explorations and pavement design recommendations.
- Existing utilities investigation and coordination.
- Limited environmental assessment.
- Permitting of projects through NCDOT, NCDENR-DLQ, NCDENR-DWQ, and USACE.
- Conduct public meetings at key points during the design process.
- Engineer's estimate.
- Complete plans and specifications.
- Project schedule.

Professional Registration, Insurance Requirement, and Accounting System Requirement:

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Registration for Professional Engineers and Land Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000 per accident and \$2,000,000 in the aggregate. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

Small Professional Service Firm (SPSF) Participation:

NCDOT and the City of Greensboro encourage the use of Small Professional Services Firms. A firm certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Women's Business Enterprise (WBE) may qualify as an SPSF. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program

designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The Firm, at the time the Letter of Interest is submitted, shall submit a listing of all known SPSF firms that will participate in the performance of the identified work. The participation shall be submitted on the NCDOT's Prime Form RS-2 and/or Subconsultant Form RS-2.

Form RS-2 forms may be accessed on the website at <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

The SPSF must be qualified with NCDOT to perform the work for which they are listed.

Real-time information about firms doing business with the NCDOT and firms that are SPSF certified through North Carolina's Unified Certification Program is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the NCDOT's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the NCDOT's directory shall not be construed as an endorsement of the firm.

Consultant Certification Form RS-2:

A completed Form RS-2 shall be submitted with the firm's letter of interest.

Submit Form RS-2 for the following:

- Prime Consultant firm (Prime Consultant Form RS-2, Rev. 1/14/08) and
- ANY/ALL sub-consultant firms (Sub-consultant Form RS-2, Rev. 1/15/08) to be utilized or anticipated to be utilized by your firm.

Complete and sign each Form RS-2 (instructions are listed on the form).

In the event the firm has no sub-consultant, it is required that this be indicated on the Sub-consultant Form RS-2 by entering the word "None" or the number "Zero" and signing the form.

The required forms are available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Selection Process and Contract:

All qualified firms who submit responsive letters of interest and qualification will be considered.

A qualification based selection process, administered by our selection committee, will be used to determine the firms to whom on-call Professional Services Agreements will be awarded. Qualifications considered will include those listed below. These Agreements do not address specific work. Specific work will be awarded via a Supplemental Agreement to the Professional Services Agreement and will be based on overall qualifications for the particular project.

1. Proven experience and expertise in the service areas described under "Services Required" above. See following section for relative importance of each area of service.
(40 pts.)

2. Demonstrated ability to adequately staff the project to meet varying time schedules and demands.
(10 pts.)
3. Past work experience with the City of Greensboro.
(10 pts.)
4. Demonstrated experience in performing similar work for other NC municipalities or the NCDOT.
(10 pts.)
5. Professional qualifications of the Project Teams.
(10 pts.)
6. Firms that can provide most or all of the services described under "Services Required."
(10 pts.)
7. Firms that demonstrate exceptional strengths in certain areas of the "Services Required."
(10 pts.)

The relative importance of key areas of the services required is broken down as follows:

• Roadway and multi-use trail/greenway design and specifications	15%
• Hydraulic and structural design and specifications for bridges	10%
• Potable water and sanitary system design and specifications	10%
• Storm drainage system design and specifications	13%
• Landscaping design and specifications	10%
• Surveying and property mapping	10%
• Public meetings	10%
• Environmental assessment	10%
• Permitting	12%

The Professional Services Agreement and will have a duration of three (3) years. There may be two (2) extensions of this agreement if mutually agreed upon by both parties. Each extension will be for a term of one (1) additional year.

Format and Procedure for Submission of Letters of Interest and Qualification:

Letters of interest and qualification should be sent (email preferred - PDF or Word document) with attachments as needed to:

Bruce H. Overman, Jr., Chief Project Manager
bruce.overman@greensboro-nc.gov

Letters of interest and qualification (5 copies) may also be delivered to:

Bruce H. Overman, Jr., Chief Project Manager
 Engineering & Inspections
 City of Greensboro
 PO Box 3136
 Greensboro, NC 27402

Letters of interest and qualification should include the following:

- Consulting firm's official name, address, telephone number, e-mail address and desired primary contact for purposes of a professional services agreement.
- Expression of firm's interest in a professional services agreement.
- Brief history of firm's practice in North Carolina.
- Name and brief resume of firm's principals.
- Statement of specific areas for which firm has received pre-qualification by NCDOT.

- Date of most recent pre-qualification by NCDOT.
- Statement regarding firm's possible conflict of interest regarding the work.
- Identify firm's qualifications and experience as related to this work. Please address requirements outlined above.
- Organization chart with a brief summary addressing the experience and qualifications of the firm's key personnel who may be working on City of Greensboro projects.
- Identify unique qualifications of key team members.
- Experience with other municipalities providing similar services.
- Give examples of similar work performed within the past 5 years.
- Indication of an understanding and a commitment to the City of Greensboro's MWBE program as it relates to professional services.
- Statement regarding availability of personnel for this work.
- References (preferably from North Carolina municipalities).
- Other pertinent information.

Letters of interest and qualification should be limited to 25 pages or less, inclusive of cover page. Please use 8 ½" x 11" sheets, single spaced, one sided. RS-2 forms are not included in the page count.

Letters of interest and qualification must be received in the Engineering Division by March 23, 2012.

The firms selected will be notified on or before May 3, 2012.

For questions regarding this advertisement, please call Bruce Overman at (336)-373-2100.